

# TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

## REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROPRIATE
QSS Group, Inc.	NAS5- 99124 TASK NO. 77 AMENDMENT	500-315-90-16-89	99

TASK TITLE: (NTE 80 characters; include Project name)

SOMO Technology Development Planning and Coordination

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

John H. Day *John H. Day* DATE 5/4/99 ORG CODE 500 MAIL CODE 500 PHONE 301-286-5386

BRANCH HEAD

W. Brian Keegan *W.B. Keegan* DATE 5/4/99 CODE 500 PHONE 301-286-6218

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Fred Huegel *Fred Huegel* DATE 5/7/99 CODE 568 PHONE 301-286-2285

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?

CONTRACTING OFFICER'S QUALITY REP.

DESIGNATED FAM:

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

(X) NO ( ) YES Larry Moore

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)  
C.O. Requested Quote on:  
Date:

Contractor will develop specification or statement of work under this task for a future proc (X) NO ( ) YES

Flight hardware will be shipped to GSFC for testing prior to final de ( ) NO ( ) YES (X) N/A

Government Furnished Property/Facility: (X) NO ( ) YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: (X) NO ( ) YES If yes: ( ) TOTAL ( ) PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: (X) NO ( ) YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

### INCENTIVE FEE STRUCTURE

(check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(to be completed by Contracting Officer)

The target cost of this task order is \$\_\_\_\_\_.

The target fee of this task order is \$\_\_\_\_\_.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$\_\_\_\_\_.

The maximum fee is \$\_\_\_\_\_.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

SIGNATURE OF CONTRACTING OFFICER

DATE

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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AMENDMENT

QSS Group, Inc.

NAS5-

99124

77

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

See attached Statement of Work.

**PERFORMANCE SPECIFICATIONS:**

There are no hardware deliverables. See attached Statement of Work for specifications on plans, reviews, and reports.

**APPLICABLE DOCUMENTS:**

None

**TASK END DATE:** 3/31/00

**MILESTONES/DELIVERABLES AND DATES:**

See attached Statement of Work.

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the milestones/deliverables

**Technical:** ATR's acceptance of the deliverables

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

John H. Day, Code 500, Bldg. 11, Rm. C200C

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**REQUEST FOR TASK PLAN / TASK ORDER****Contract NAS5-99124****Task #: 77****STATEMENT OF WORK:*****SOMO Technology Development Planning & Coordination*****1.0 Description of Work to be performed**

The contractor shall provide the materials and labor required to deliver the products and services specified in this statement of work in support of the SOMO/GSFC Technology Program.

- 1.1 The contractor shall plan and coordinate an annual Call for Proposals by delivering the following products and services:
  - a. Development of Proposal Selection criteria.
  - b. Preparation of an Invitation-to-Bid and associated technical and programmatic guidelines.
  - c. Evaluating, rating and selecting technology projects.
- 1.2 The contractor shall develop an Annual SOMO/GSFC Technology Program Plan by delivering the following products and services:
  - a. Publication of draft formats, guidance and schedules for the preparation of Project Plans.
  - b. General coordination, formating, and editing of Project Plans to be included in the Program Plan.
  - c. Preparation of front-end and supplemental material for the Program Plan. This includes the Plan Addendum – a set of summary charts, tables, and diagrams that provide an overview of the Project budgets, manpower, customers, and other key information.
  - d. Coordinate program budget, manpower, and schedule information with program technologists and establish that the levels are reasonable and within allocations.
  - e. Provide analysis of Project Plan contents, including the verification of technical content. Redundancies and gaps in the Project Plans are also identified.
  - f. Publication and distribution of the approved Program Plan.
  - g. Posting and maintaining the Program Plan on the NASA Internet-hosted "PostDoc" information sharing system.

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- 1.3 The contractor shall assist in the formulation and coordination of the SOMO/GSFC Technology Program by delivering the following products and services:
- a. Review, comment and provide recommendations about selected technical proposals, reports, and Statements of Work.
  - b. Preparation of draft technology development roadmaps, milestone/product schedules and presentation materials.
  - c. Preparation and maintenance of databases for technology development projects, including such attributes as performance requirements, customers, missions supported, milestones, and funding profiles.
  - d. Provide coordination and services to the NASA Technology Inventory database for the GSFC technologists.
  - e. Preparation of presentations to show GSFC technology development support of customer's strategic goals and objectives, and of Enterprise requirements.
  - f. Preparation of diagrams and charts to show program interdependencies between the SOMO/GSFC Technology Program and other NASA and non-NASA programs. This includes flight missions with technical, schedule, and risk dependencies.
  - g. Assistance with "Gap-Analyses" in technology program planning to help ensure satisfaction of customer technology requirements.
  - h. Input and maintenance of SOMO/GSFC technology development plans, roadmaps, and databases in the Internet-hosted "PostDoc" information sharing system.
- 1.4 The contractor shall participate in SOMO/GSFC Technology Program Reviews by delivering the following products and services:
- a. Provide general coordination for the Annual Technology Program Review at the end of each Fiscal Year.
  - b. Provide general coordination for the Semi-Annual Technology Program Review to evaluate program progress at the mid-Fiscal Year milestone.
  - c. Prepare draft presentation guidance and formats, agendas, and letters of announcement.
  - d. Provide videoconferencing coordination, including attendee notifications, technical services, and event scheduling.
  - e. Provide both digital and hardcopy of presentation materials and Program Plans to local and remote participants. This includes making the documentation available on the web site, and via postal delivery.

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- f. Assist in preparation of responses to action items that arise from the Program Reviews.
  - g. Attend annual program reviews of university research grants that are sponsored by the SOMO/GSFC Technology Program and align ongoing university research with the Program Plan and customer technology requirements.
- 1.5 The contractor shall assist with the preparation of technology management procedures, processes and plans.
- 1.6 The contractor shall assist with the preparation and management of the SOMO/GSFC budget for technology development. This services include:
- a. Align budget line items with the resource requirements outlined in the planning documents, including the Program Plan.
  - b. Provide impact analysis of budgetary changes.
  - c. Provide consultations on alternative funding sources and approaches to mitigate the effects of budget reductions, new initiatives, and schedule extensions.

**2.0 Schedule of Performance/Task End Date**

The work shall be performed through March 31, 2000.

**3.0 Milestones/Deliverables and Dates**

Progress Reports	Monthly
Items 1.1a- c	August 1, 1999
Items 1.2a-g	September 1, 1999
Items 1.3a-h	Biannually
Items 1.4a, c- f	September 1, 1999
Items 1.4b, c- f	March 1, 2000
Item 1.4g	February 1, 2000
Item 1.5	Biannually
Items 1.6a, b, c, d	Biannually

**4.0 Final Delivery Destination**

John H. Day  
 Building 11, Room C200C  
 NASA/GSFC, Code 500  
 Greenbelt, MD 20771